



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ENTOMOLOGY/APIARY SPECIALIST

Class No. 005396

■ CLASSIFICATION PURPOSE

To perform field and laboratory work in the identification and control of bees, swarms, and beehives; to assist entomologists with laboratory and insect work; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Entomology/Apiary Specialist is a paraprofessional biologist class found only in the Department of Agriculture/Weights & Measures. Under the general supervision of a professional entomologist, this class differs from other paraprofessional biologist classes, such as Insect Detection Specialist, by being primarily responsible for assisting with bee swarm and beehive identification, control and removal work.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Performs field inspection and related work needed to identify, control, and move/remove bees, swarms, and beehives .
2. Provides technical guidance and information to the public on apiary matters and other insects.
3. Prepares specimens for identification.
4. Works independently in the field to perform special studies and projects under the guidance of professional biologists.
5. Places, inspects, and maintains insect traps.
6. Conducts field surveys on apiary and other insect populations.
7. Assists entomologists on periodic detection and survey programs.
8. Performs laboratory work.
9. Maintains and updates insect collection.
10. Conducts special projects.
11. Codes samples, completes determination sheets, and logs in samples submitted for identification.
12. Mails samples and forms to State for identification and/or confirmation.
13. Performs laboratory work.
14. Performs maintenance of insectary, plants, and laboratory housekeeping duties as needed.
15. Gives presentations to schools and community groups on insects.
16. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Apiary biology, cultivation, and management practices .
- California Food and Agricultural Code provisions pertinent to bee management.
- Specimen collection and handling methods for bees and other insect control.
- Safety practices and equipment used in controlling bees and other insects.
- Field identification of plant pests, plants, and trees.
- Pest-host relationships.
- Standard laboratory equipment and procedures.
- Insect collection/control equipment usage, maintenance, and safety procedures.
- Herbicides, pesticides, and their safe application.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Observe, identify, control and move/remove bees, swarms, and beehives .
- Place, inspect, and maintain insect traps.
- Work in the field independently and efficiently.
- Read and follow maps.
- Perform laboratory testing procedures.
- Keep accurate records of work and make reports.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative relations with those contacted in the course of work.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university with specialization in one or more appropriate disciplines in agricultural, biological, chemical, or physical sciences or other appropriate discipline as determined by the California Department of Food and Agriculture, AND

1. One (1) year of experience working with bees or closely related insect populations, OR
2. Two (2) years of experience as an Insect Detection Specialist II with the County of San Diego.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate coursework from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Occasional: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, repetitive use of hands, simple and power grasping, fine hand manipulation, pushing and pulling, reaching above and below shoulder level, and lifting and carrying objects weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Possession of an Apiary Regulation (subcategory) Integrated Pest Management license issued by the California Department of Food and Agriculture within a year of appointment is highly desirable.

Working Conditions

Occasional overtime and weekend work may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 25, 1996
Revised: September 30, 2002
Reviewed: Spring 2003
Revised: June 11, 2004